

**LIBRARY AIDE I  
BEAVERTON CITY LIBRARY  
20 hours per week**

**SALARY RANGE:** \$14.14 - \$18.96 per hour

**CLOSING DATE:** July 1, 2014

**ABOUT THE JOB:** Library Aide I Shelves open and close the library, use automated materials handling system to check in materials, process holds, and shelve returned library materials.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Shelf and maintain order of materials
- Move, distribute, and assist with processing of incoming and outgoing materials manually and using materials handling equipment
- Assist with opening, maintaining, and closing libraries
- Inspect materials for damages and process accordingly
- Provide minimal directional assistance to patrons and refer other questions

**TO QUALIFY APPLICANTS NEED:**

- Knowledge of the alphabet, English grammar, spelling and arithmetic
- Ability to operate library computer systems
- Knowledge of the Dewey decimal system
- Ability to understand written and verbal instructions
- Ability to establish and maintain effective working relationships with co-workers, volunteers, and the general public
- Ability to bend and lift books above head and from ground level, push and maneuver bookcarts and perform repetitive physical tasks for prolonged periods of time

**HOW TO APPLY:** All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97005. Applications may be completed on our website at [www.beavertonoregon.gov](http://www.beavertonoregon.gov).